

2015-16 Town Meeting & Budget Schedule

Date	Description of Activity
November 2014	
November 6 7:00 PM	Regular Council Meeting
November 20 7:00 PM	Regular Council Meeting
December 2014	
December 4	Budget to Council
December 4 7:00 PM	Regular Council Meeting
December 18 7:00 PM	Regular Council Meeting
January 2015	
January 8 7:00 PM	Regular Council Meeting
January 12 6:00 PM	Budget Meeting – Welfare, Public Works Administration, Highway, Solid Waste Disposal, Equipment Maintenance, Buildings and Grounds, Wastewater Treatment Fund, Parks and Recreation, Summer Day Camp
January 15 6:00 PM	Budget Meeting – Library, Assessing, Town Clerk/Tax Collector, Community Development, Media, General Government, Proposed Issuance of Debt, Revenues
January 19 - 6:00 PM	Budget Meeting - Fire, Code Enforcement, Communications, Police, Police Detail <i>Town Council to Discuss the Next Steps in the Budget Process</i>
January 22 7:00 PM	Regular Council Meeting
January 26 - 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 29- 6:00 PM	Finalize recommended Operating Budget and Special Warrant Articles (if necessary) Snow Date
January 26	Submit Following Public Notices to newspaper(s) of general circulation to be published on February 4 th for February 12 th Council Meeting (RSA 33:8-a, I / RSA 32:5, I / RSA 21:35) <ul style="list-style-type: none"> • Budget Hearing • Collective Bargaining Agreement • Proposed Issuance of Debt • Petitioned Bonds • Other Petitioned Warrant Articles
February 2015	
February 4	Post notice of February 12th Public Hearings at Post Office, Library, and Town Hall. (RSA 32:5, I / RSA 40:13, II-b (a))
February 4	Publish notice of 1 st & 2 nd Session of Annual Meeting in a newspaper of general circulation.
February 6	Last date to file Petitioned Bonds governed by RSA 33:8-a (RSA 40:13, II-b (b))

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Date	Description of Activity
February 10	Last date to file petitioned Warrant Articles, Petitioned Bonds (RSA 40:13, II-b) Last day to file petition warrant articles provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, February 6. {RSA 39:3; and 40:13, II b(b)) and Collective Bargaining Agreements “cost items” [RSA 40:13, II-c(b) and RSA 273-A:1, III]
February 10	Special Meeting for Ratification of any Outstanding Union Contracts
February 12 7:00 PM	Regular Council Meeting Public Hearings will be held for the following items: <ul style="list-style-type: none"> • 2015/16 Proposed Operating Budget • Collective Bargaining Agreements • Proposed Issuance of Debt • Petitioned Bonds • Other Petitioned Warrant Articles Review of Default Budget
February 13	Sign Final Warrant and Budget
February 13	Results of Council’s final deliberation on proposed Budget submitted to Town Manager’s Office for preparation of Form MS-636 and Default Budget.
February 13	Completed Form MS-636 and Default Budget left at Town Council Chambers for Council signature.
February 17	Last day to hold at least one public hearing on annual budget (RSA 32:5, I and V; 40:13, II-b(c))
February 20	Town Warrant/Budget booklet printed.
February 20	Town Warrant, Form MS-636, and Default Budget originals delivered to Town Clerk and emailed to DRA.
February 23	Town Warrant, Form MS-636, and Default Budget posted at place of Annual Meeting and at least one other public place (RSA 39:5 / RSA 32:5 / RSA 40:13, II-b (d))
February 23	Deadline for posting Warrant and Budget
February 25-March 6 at 5:00PM	Filing period for Candidates running for Town Offices (RSA 669:19 / RSA 652:20 / RSA 40:13, VII)
February 26-7:00 PM	Regular Council Meeting
	March 2015
March 2	Annual Report documents submitted to the printer.
March 2	Town Warrant, Budget Booklet must be available to the public (RSA 31:95, 41:14, 40:13, II-b (d))

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Date	Description of Activity
March 4	School Deliberative Session
March 5	School Deliberative Session IF NEEDED (Snow Date)
March 6	Post Agenda for Town Council's Special Session immediately following Deliberative
March 11 7:00 PM	Annual Meeting (1 of 2) – Deliberative Session (RSA 40:13, III) (Charter 8-4, C)
March 12 7:00 PM	Continuation of Deliberative Session – IF NEEDED (Snow Date)
March 12 – 7:00 PM	Regular Council Meeting
March 26 – 7:00 PM	Regular Council Meeting
March 30	Last day to hold public hearing on question of establishing a special revenue fund. Hearing must be held at least 15 but not more than 30 days prior to meeting where question will be voted on. [RSA 31:95-d, I (b)]
Town Clerk	Post Sample Ballot at all polling places and at the Town Clerk's Office
April 2015	
April 7	Annual Report (including Town Warrant and budget information) must be printed and available to the public no later than 7 days prior to the Annual Meeting. [RSA 32:5, VII and RSA 40:13 II-b (d)]
April 14	Annual Meeting (2 of 2) – Official Ballot Vote (RSA 40:13 VII) (Charter 8-4, C)
April 17	Final date of Candidates for Town Offices to apply to the Town Clerk for recount of election results (RSA 669:30)
April 21	Final date for voters to apply to Town Clerk for recount of ballot questions (RSA 40:4-c and RSA 40:13, VII).
April 23	Council considers Default Budget or special Town meeting (if necessary)
April 24	Town Clerk – copy to Treasurer and Council of vote to transfer surplus to capital reserve funds.
April 24	Final day for Candidates to remove all political advertising (RSA 664:1, 17 and RSA 40:13, VII)
May 4	Finance to mail Town Meeting minutes, Annual Report, and Form MS-2 to DRA

Reviewed by:

_____ Diane Trippett, Town Clerk/Tax Collector

_____ Paul Micali, Finance Director

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Date	Description of Activity
_____	Eileen Cabanel, Town Manager
_____	Nancy Harrington, Town Council Chairman
_____	Matt Upton, Esq., Town Legal Counsel